



COCONINO COUNTY
COMMUNITY DEVELOPMENT DEPARTMENT
2500 N. Ft. Valley Rd. Bldg 1
Flagstaff, AZ 86001
928-679-8850

Electronic Submittal Process

- Email your completed application and plan set in pdf format to:

plansubmittals@coconino.az.gov

**Please note: The pdfs must be sent in an unlocked version to ensure we can perform electronic plan review on them.*

- Be sure to include any calculations or specifications.

Click this link to access a complete submittal requirement checklist –

<http://www.coconino.az.gov/index.aspx?NID=624>

- Once received, a Permit Technician will review your submittal and email back with a link and access code to pay your deposit online.
 - At that time you will also be notified by the Permit Technician what submittal items, if any, are deficient.

Below is a flow chart of the permit review process.

<http://www.coconino.az.gov/DocumentCenter/View/5365>

The deposit fees are as follows:

Single Family Dwelling	\$300.00
All other Misc. residential	\$ 40.00
Commercial Building	\$250.00
All other Misc. commercial	\$ 40.00

If file is too large for email: Use Dropbox or Onedrive and send the link with your application to plansubmittals@coconino.az.gov.

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www.coconino.az.gov